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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

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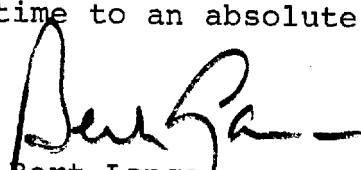
TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Curtailment of overtime

The President is concerned about the use of overtime in executive branch departments and agencies, particularly where the need for overtime is due to the continuation of outmoded or inefficient administrative practices. As a result, he has directed that overtime procedures and requirements for each department and agency be reviewed to reduce or eliminate overtime.

To accomplish this objective, you are requested to examine your agency's policies and regulations with respect to the justification and approval of overtime. (Government-wide regulations are contained in Title 5 of the United States Code, the Code of Federal Regulations, and the Federal Personnel Manual.)

Thereafter, you are asked to devise and enforce rules appropriately suited to the operations of your department or agency that will hold the use of overtime to an absolute minimum.

  
Bert Lance  
Director

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